

# The ISCR FTP Program: Extra Steps for Standard Users

*This document was last modified November 15, 2011*

The FTP program is provided by Indiana State Cancer Registry (ISCR) to allow health care facilities to easily and securely submit data to ISCR. This document explains how to change certain settings for the standard configuration of the FTP program in order to meet your specific needs. It contains the following sections:

- Section A tells how change the list of facilities you submit for.
- Section B tells how to set the option to submit by email instead of by FTP.
- Section C tells how to preselect the data file you submit so you won't be prompted to find it every time.

If you have any questions or run into any problems, contact ISCR. Contact information appears at the end of this document.

## **A. Changing the List of Facilities You Submit For**

If you submit data for more than one facility, then you need to follow the steps in this section in order let the FTP program know which facilities you submit for.

### **Brief Instructions**

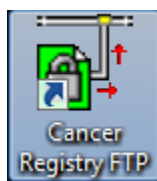
Changing the list of facilities is fairly straightforward. Just follow these simple instructions. You can refer to the detailed instructions if you need more information for any step.

1. Start the FTP program.
2. Select **Change the list of facilities I submit for** and click **OK**.
3. Click the **Add** button.
4. Select the additional facility you submit for and click the **OK** button.
5. Repeat Steps 3 and 4 for each additional facility you submit for.
6. Uncheck any facilities you do not submit for.
7. Click **Cancel** to close the program.

### **Detailed Instructions**

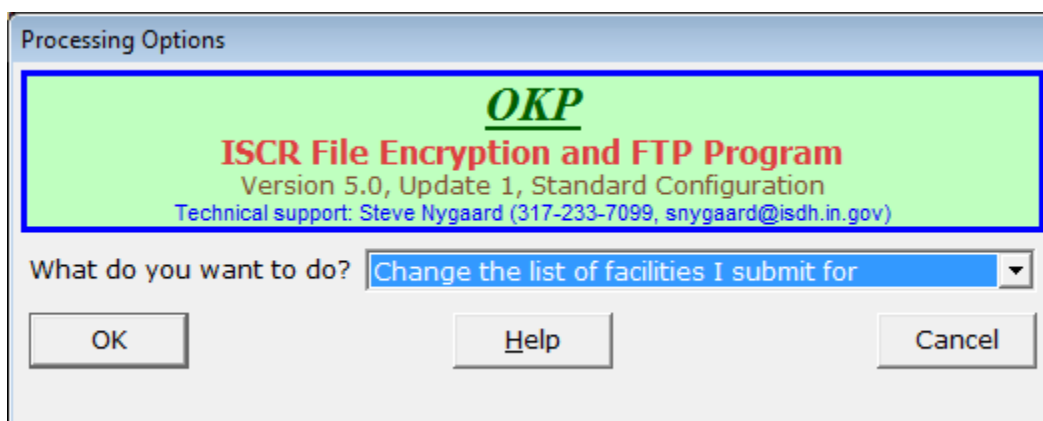
Each step in the brief instructions has a corresponding step in this section giving more details about how to perform that step.

1. Start the FTP program by double clicking the program icon on your desktop, shown in Figure 1.



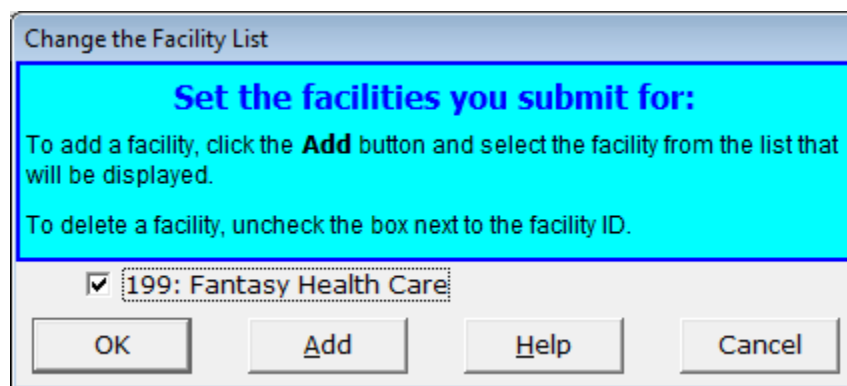
**Figure 1: FTP Program icon**

2. In the *Processing Options* dialog shown in Figure 2 select **Change the list of facilities I submit for** from the dropdown list and click the **OK** button.



**Figure 2: Processing Options Dialog**

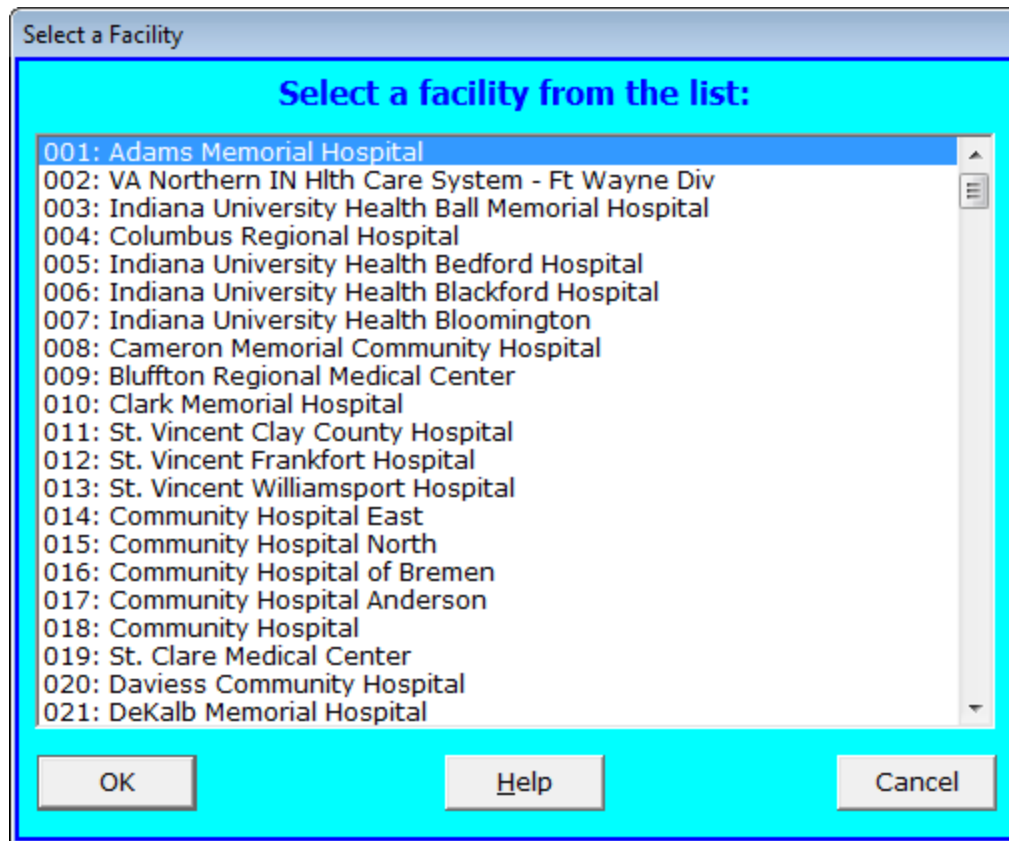
3. In the *Change the Facility List* dialog shown in Figure 3, click the **Add** button.  
One of the facilities you submit for will already be showing in the dialog with a checkbox in front of its number and name.



**Figure 3: Change the Facility List Dialog**

4. In the *Select a Facility* dialog shown in Figure 4, find the additional facility you submit for (one that's not already showing in the *Change the Facility List* dialog shown in Figure 3) and click the **OK** button.

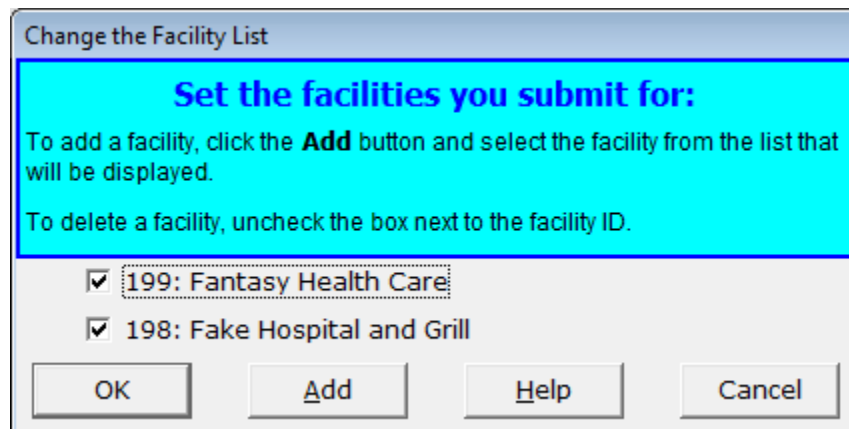
If you have more than one facility to add, just pick any one of them for right now since you can only add one at a time.



**Figure 4: Select a Facility Dialog**

5. If you submit for more than two facilities, then repeat Steps 3 and 4 for each additional facility.

Each time you add a facility, it's added to the *Change the Facility List* dialog as shown in Figure 5.

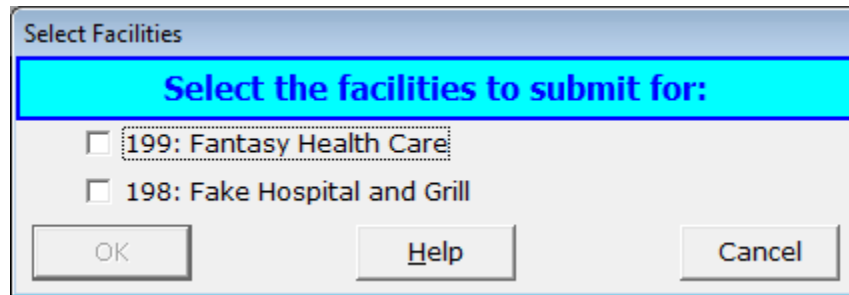


**Figure 5: Change the Facility List Dialog**

6. If you accidentally add a facility you don't submit for, or if for any other reason a facility you don't submit for is listed in the *Change the Facility List* dialog (shown in Figure 5), simply uncheck the box in front of its name and number.

7. Click the **Cancel** button in the *Processing Options* dialog shown in Figure 2 to close the ISCR FTP Program.

Once you're set up to submit for more than one facility, then when you do submit, the FTP program will display the Select Facilities dialog shown in Figure 6 to prompt you for which one you're submitting for.



**Figure 6: Select Facilities Dialog**

Check the box next to the facility you're submitting for. You can check more than one box, but the process is simpler if you check only one box at a time.

### **B. Changing the Option to Submit by FTP**

If for any reason you have a problem using FTP, you can instead make your submissions by email. If you submit by email, your data is attached to the email as an encrypted file, so anyone outside of ISCR receiving it will be unable to read the data. In most cases, the FTP program will be able to create the email for you, so all you have to do is click the **Send** button.

### **Brief Instructions**

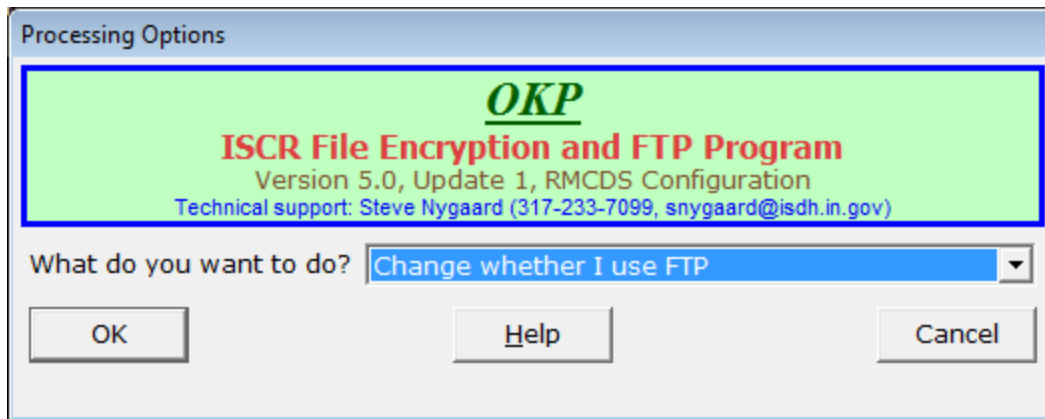
Changing the FTP setting is fairly straightforward. Just follow these simple instructions. You can refer to the detailed instructions if you need more information for any step.

1. Start the FTP program.
2. Select **Change whether I use FTP** and click **OK**.
3. Select the **No** option and click **OK**.
4. Click **Cancel** to close the program.

### **Detailed Instructions**

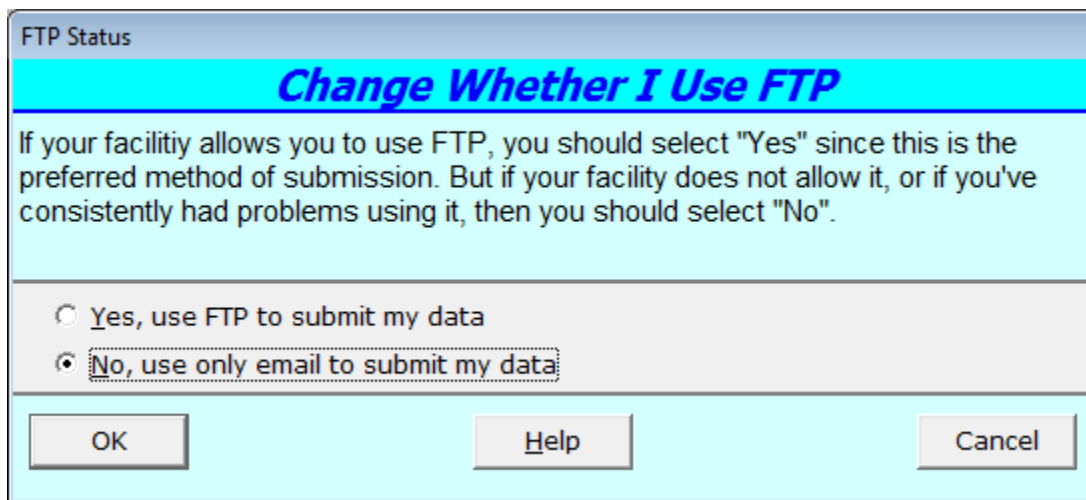
Each step in the brief instructions has a corresponding step in this section giving more details about how to perform that step.

1. Start the FTP program by double clicking the program icon on your desktop, shown in Figure 1.
2. In the *Processing Options* dialog shown in Figure 7 select **Change whether I use FTP** from the dropdown list and click the **OK** button.



**Figure 7: Processing Options Dialog**

3. In the *FTP Status* dialog shown in Figure 8, check the radio button labeled **No, use only email to submit my data** and click the **OK** button.



**Figure 8: FTP Status Dialog**

4. Click the **Cancel** button in the *Processing Options* dialog shown in Figure 2 to close the ISCR FTP Program.

### **C. Preselecting the Data File You Submit**

When you submit your data to ISCR, you use your cancer registry software to put it into a file. When you run the FTP program to submit your data, it will prompt you to find this file. If your cancer registry software uses a different name every time it creates the file, then you want to be prompted. But if your cancer registry software always uses the same name for the file, you can preselect it so the FTP program won't have to prompt you to find it each time.

### **Brief Instructions**

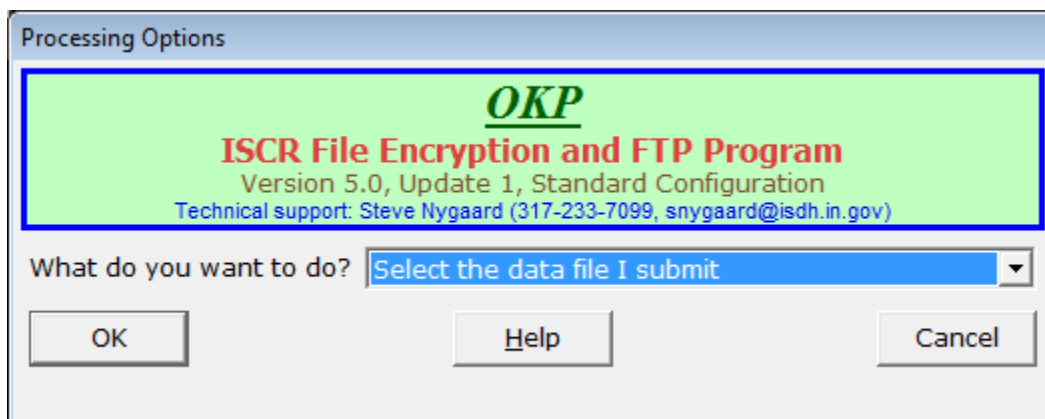
Preselecting your data file is fairly straightforward. Just follow these simple instructions. You can refer to the detailed instructions if you need more information for any step.

1. Start the FTP program.
2. Select **Select the data file I submit** and click **OK**.
3. If you submit for more than one facility, select the appropriate facility and click **OK**.
4. Check the **Always use** radio button.
5. Click the second **Browse** button.
6. Select the data file.
7. Click the **OK** button.
8. Click **Cancel** to close the program.

### Detailed Instructions

Each step in the brief instructions has a corresponding step in this section giving more details about how to perform that step.

1. Start the FTP program by double clicking the program icon on your desktop, shown in Figure 1.
2. In the *Processing Options* dialog shown in Figure 9 select **Select the data file I submit** from the dropdown list and click the **OK** button.



**Figure 9: Processing Options Dialog**

3. If you submit for only one facility, go to Step 4. Otherwise the *Select a Facility* dialog shown in Figure 10 is displayed with a radio button for each facility you submit for. Check the radio button for the facility that you want to set the data file for and click the **OK** button. If you want to set the data file for more than one facility, you'll have to repeat these instructions for each facility.

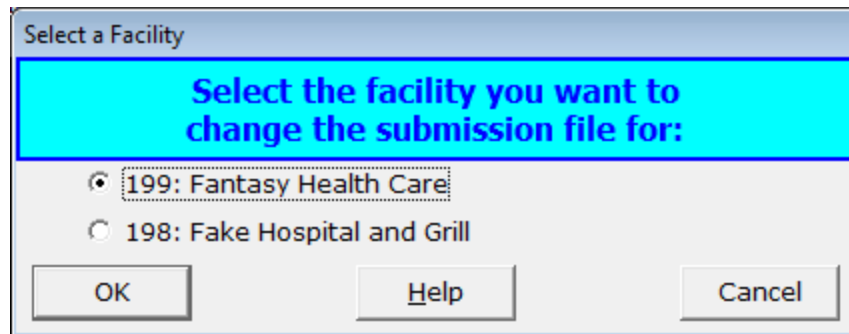


Figure 10: Select a Facility Dialog

4. In the *Select the File to Submit* dialog shown in Figure 11 check the radio button labeled **Always use the following data file each time I submit.**

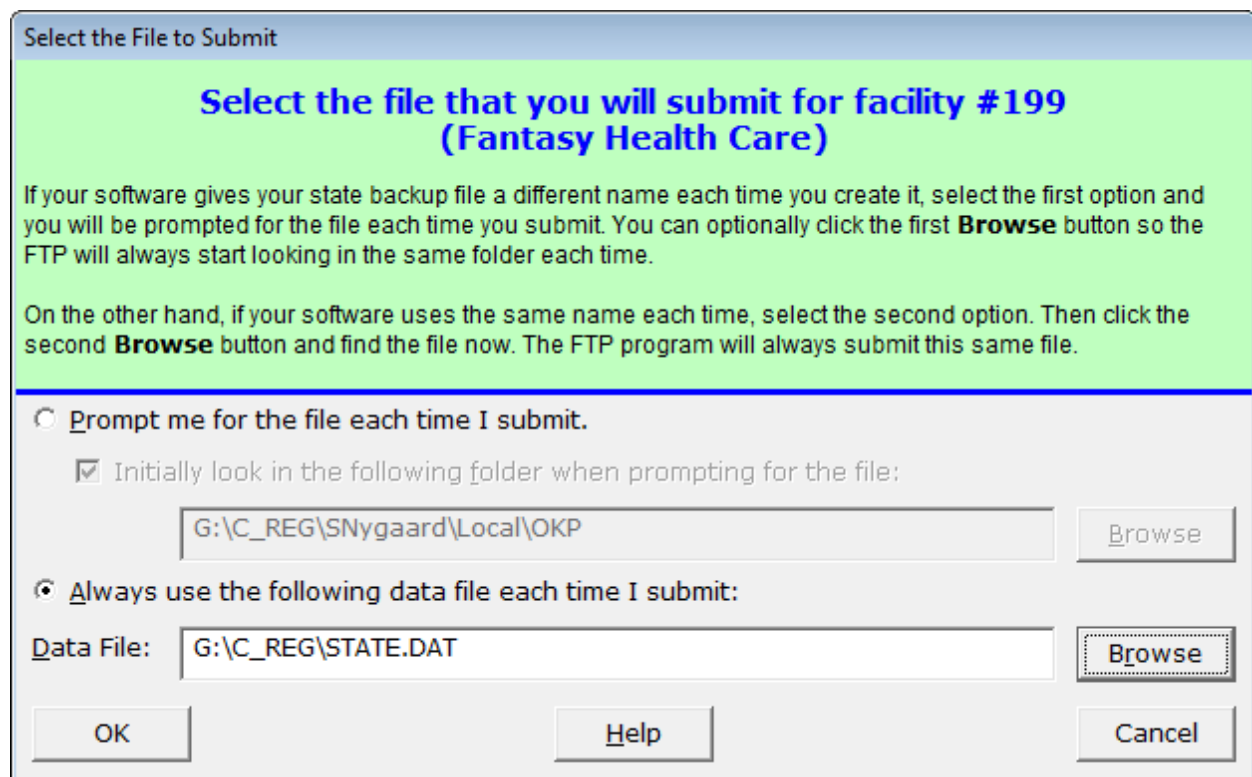
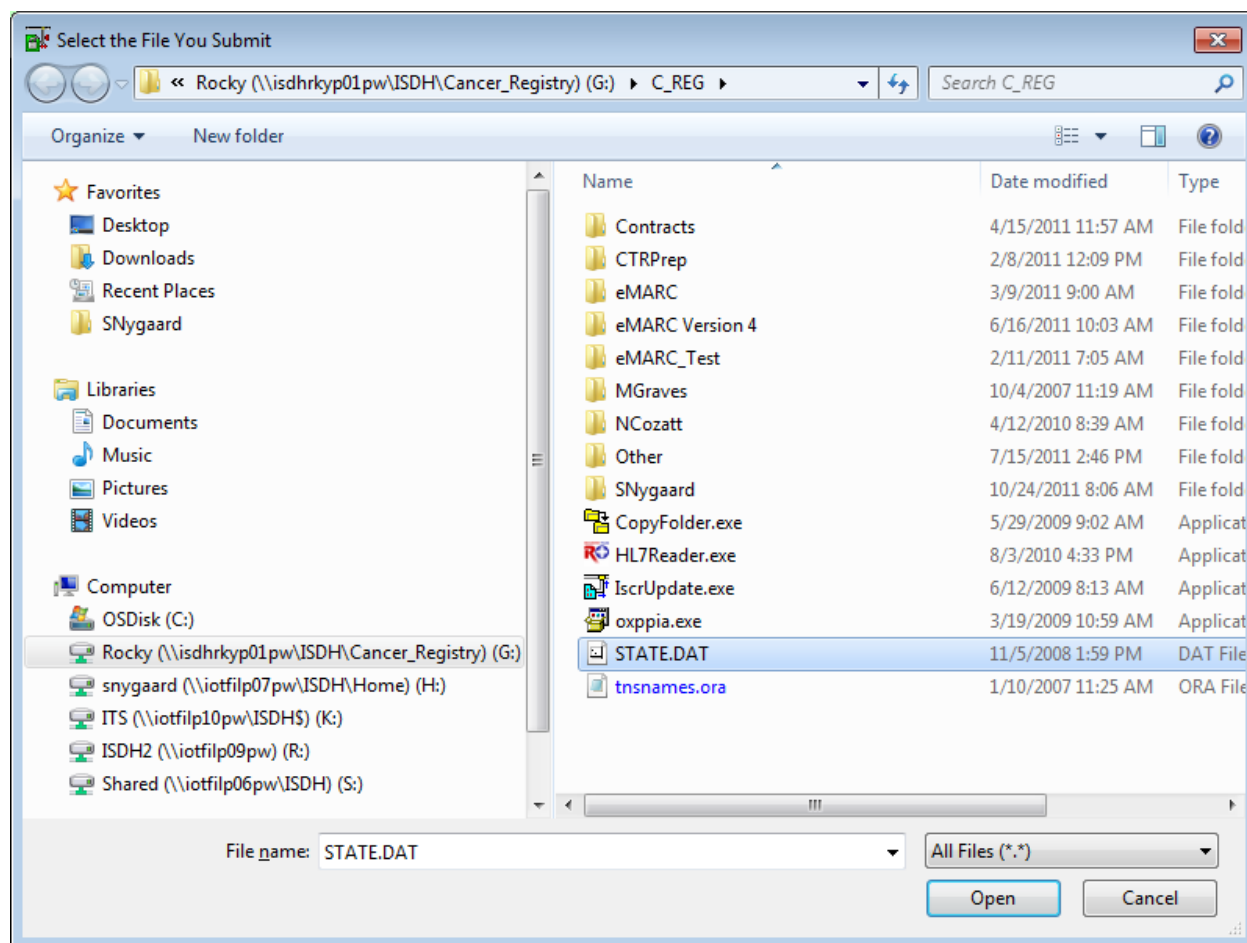


Figure 11: Select the File to Submit Dialog

5. Click the second **Browse** button. (In Figure 11 it has a dotted rectangle around the word **Browse**. Moreover the first **Browse** button is grayed out to indicate it's disabled.)
6. In the *Open* dialog shown in Figure 12, find the data file you'll be submitting and click the **Open** button. The pathname of the file you select will appear in the textbox to the left of the **Browse** button, as shown in Figure 11.



**Figure 12: Open Dialog**

7. Click the second **OK** button to close the *Select the File to Submit* dialog shown in Figure 11
8. Click the **Cancel** button in the *Processing Options* dialog shown in Figure 2 to close the ISCR FTP Program.

### Contact Information

For questions about the ISCR FTP Program, please contact the following person at the Indiana State Cancer Registry for technical assistance.

Name  
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